



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** ASSISTANT PUBLIC HEALTH REPRESENTATIVE (Provisional\* Appointment)

**SALARY:** \$29,564 - \$37,801 annually

**LOCATION:** Monroe County Department of Public Health

### **JOB SUMMARY:**

This is an entry level position in the Department of Public Health responsible for conducting public health field investigations, personal interviews, and reviews available records to secure or verify factual information for research and control purposes in various program areas including, but not limited to, sexually transmitted diseases. Work involves assisting in investigations that involve frequent personal contact with patients, patient's families, and persons who may have been exposed to infection. The employee reports directly to and works under the general supervision of a higher level staff member. Does related work as required.

### **MINIMUM QUALIFICATIONS:** EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree PLUS one (1) year paid full-time or its part-time equivalent experience in research and/or investigative work involving interviews by phone or personal contact or experience in conducting interviews to obtain personal or sensitive information, or providing direct professional\*\* services in a health, human service, or community based organization; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\*\*For the purpose of these minimum qualifications, professional experience does not include clerical or secretarial experience.

### **SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

### **RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**Send Civil Service Application to:**

MONROE COUNTY DEPARTMENT OF PUBLIC HEALTH  
111 WESTFALL ROAD - HUMAN RESOURCES, RM: 752B  
ROCHESTER, NY 14620

**Posting Date:** October 7, 2014

**Posting Deadline:** October 24, 2014

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.